

RENEWAL NOTICE
October 2011

The undersigned holder of Certificate Number: _____ as a Professional Engineer/Surveyor makes application for a renewal certificate according to the laws of Wyoming, Chap. 160, 1987. **The renewal fee of \$115, CPC Reporting form, and Renewal form must be received POST MARKED BY December 31, 2011 to avoid further penalty fees.** Penalty fees are assessed effective January 1, 2012 ***WITH NO EXCEPTIONS.***

Name: _____

Address: _____

City/State/Zip: _____

Carry-over CPC hours from previous renewal period: _____

PLEASE NOTE ANY CHANGES OF ADDRESS BELOW

Mailing

Business Name (if applicable)

Address

City, State, Zip

E-mail address (to help improve communication): _____

Have you been disciplined by another State Board or convicted of a felony in any jurisdiction during the past 2 years?

☐ **Yes** ☐ **No** (If yes, please provide documentation)

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Please detach and return the completed top portion

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- According to Wyoming Statute 33-29-131, your Certificate of Registration will expire December 31, 2011 unless renewed as provided. The biennial renewal fee is **ONE HUNDRED FIFTEEN DOLLARS (\$115.00)** and is **due post marked no later than December 31, 2011 with no exceptions**. The penalty fee for late payment of renewal fees is \$15 per month overdue, beginning January 1, 2012 but shall not exceed the amount of \$265.00. **Payment of renewal fee must be in U.S. dollars.** Licensing laws, rules, roster of registrants, and forms pertaining to your profession can be found at our internet site at: <http://engineersandsurveyors.wy.gov>

- AS A CONDITION OF RENEWAL, YOU MUST REPORT 30 CPC CREDITS.** The current CPC credit requirement is for the period of **January 1, 2010 to December 31, 2011**, as required by Wyoming Rules and Regulations. Enclosed is a CPC Reporting Form, which **MUST** accompany the payment and this renewal form if there are any changes to ones address or contact information.

All activities for which CPC credits are claimed must be relevant to the practice of your profession and may include technical, ethical, or management content. All activities should advance your professional or technical competence. **The Board does not pre-approve courses/activities for CPC credit.** It is your responsibility to ensure the activity in which you participate meets the requirements. No documentation is required at renewal. You may use a computer-generated form to list your activities if it is similar to the enclosed CPC form.

- INACTIVE STATUS** - Please indicate on the CPC form and return the form with a check in the amount of \$100. Understand that an inactive license allows for your records to be retained, but it does not allow you to practice engineering.
- RETIRED STATUS** - Please indicate on the CPC form and return the form with a check in the amount of \$40.00. No person may practice or offer to practice while retired.

CPC REPORTING FORM "MUST" BE INCLUDED OR YOUR RENEWAL WILL BE RETURNED AND LATE FEES WILL BE APPLIED

MAKE CHECKS PAYABLE TO: WY BOARD OF REG. FOR PE/PLS